



DUMPTON SCHOOL WIMBORNE



Minibus Driver



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The School

Dumpton School is a Prep School in the heart of Dorset near the thriving market town of Wimborne, which offers an outstanding education to children aged 2 to 13 years old. The school has undergone a prolonged period of stability and success, and boasts superb, modern facilities, a strong roll of over 330 pupils, and a forward thinking and ambitious approach to education, recognised by an ISI 'Excellent' Inspection, and recent shortlisting for the ISOTY 'Prep School of the Year' Award. The school's strength is built upon a brilliant staff team who work hard to create a superb environment for children to flourish and fulfil their potential, focusing on academic success, as well as character education. Two core values – Be Kind and Aim High – lie at the cornerstone of Dumpton's ethos and culture, and also sit at the heart of Dumpton's vision 'a nurturing and aspirational environment where every child fulfils their academic and personal potential'.

The Role

Main Duties:

To provide a minibus service in the mornings and evenings to pupils travelling to/from the School



Job Description

Minibus Driver

Reporting to: The Bursar

Key Responsibilities:

- To promote and safeguard the welfare of children and young persons
- To provide a Minibus driving service
- When this service is not required, to carry out general vehicle maintenance and cleaning duties
- To ensure all actions comply with health & safety requirements
- To effectively communicate to the Bursar on duty and all staff directly involved
- To form and maintain effective working relationships with staff and pupils
- To be flexible and work as part of a school staff team
- To follow the detailed specification for each driving job
- To follow the procedures laid down by Dumpton School for Minibus driving
- To ensure all records are completed accurately
- To maintain their driving standard at the required level
- To ensure responses to staff, pupils and others are appropriate and professional at all times.

This list of responsibilities is not exhaustive and the employee will be required to perform duties outside of this as operationally required and at the discretion of the Bursar

Person Specification

Essential Attributes:

- Full clean driving licence with at least 4 years driving experience
- Full category B driving licence or a Category D1 or D driving licence with certificate of professional competence
- Licence with no more than 3 penalty points
- Willing to undergo training as required and able to understand and apply regulations (such as health & safety, manual-handling regulations etc.)
- Previous driving experience

Key Information:

- Based at Dumpton School, Wimborne, Dorset
- The driver will work from 7:00am until 9:00am & 5:00pm to 7:00pm Monday to Friday (excluding Wednesday evening when no minibus service is required). Minimum 18 hours per week with scope for additional hours.
- Term time only position.
- Salary £8782 per annum based on an hourly rate of £12.44.
- Start date September 2024.



Further Information

- The school is inclusive and committed to achieving equality of opportunity for our pupils – and we feel the same about our staff. We would actively encourage candidates of all backgrounds, experiences and perspectives to work at Dumpton, contributing to a rich, diverse staff team where our unique talents can contribute to our collective success
- As per the latest Safer Recruitment guidance for education, the school will request references in advance of interviews – please contact us if this is an issue by emailing recruitment@dumpton.com

RETURN APPLICATIONS:

- **CLOSING DATE FOR RECEIPT OF APPLICATIONS:** *9am on Monday 29 July 2024*. Please note that the closing date may be brought forward if the appropriate candidate is found – *early applications are therefore strongly recommended*
- **VIA EMAIL TO:** recruitment@dumpton.com
- **BY POST TO:** The Bursar
Dumpton School
Deans Grove House
Wimborne
Dorset
BH21 7AF

The School is committed to safeguarding and promoting the welfare of children and young people. Applicants must undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.